

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Battalion Chief	Job Family: VIII
General Classification: Management	Job Grade:

Definition: To lead and manage Fire Suppression Division personnel and programs associated with disaster preparedness, fire protection, hazardous materials incident prevention and response, emergency medical response and the training of Firefighters, other City employees and citizens.

Distinguishing Characteristics: Battalion Chiefs report to the Fire Chief. They may command either a shift of Suppression Division companies or serve as the Chief Training Officer. Other major assignments may include responsibility for managing fire equipment, apparatus purchase and maintenance, the emergency medical services and/or hazardous materials response programs, maintenance of buildings and grounds, Fire station construction projects and/or other major projects as assigned. Each of the Battalion Chief's duties involve tasks not listed here. Battalion Chiefs are second in command and serve as Acting Fire Chief as assigned (by the Fire Chief or City Manager) in the Fire Chief's absence.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Serve as Incident Commander leading and managing the control of fires, hazardous materials incidents, major rescue and/or emergency medical incidents and other emergency situations through effective and safe employment of Mountain View and mutual aid firefighting and adjunct forces.
2. In the absence of the Fire Chief, may serve as Acting Fire Chief.
3. Manages and coordinates programs assigned to his/her shift or office.
4. Trains, motivates and evaluates personnel.
5. Develops and administers special programs and budgets, such as apparatus purchase/maintenance, training, hazardous materials incident response, emergency medical services programs, etc.
6. Participates in the continual evaluation and development of department operational guidelines and training practices to ensure the department's capability and readiness to respond effectively to fires, hazardous materials, emergency medical and rescue incidents and other emergencies.

7. Prepares, reviews and evaluates various reports to ensure records and reports are complete and accurate.
8. Develops and authorizes work schedules, vacation schedules, station reassignments and requests for accrual or usage of leave time.
9. Assigns personnel to stations, districts and companies.
10. Participates in other activities, such as serving as a member of the labor relations negotiating team, attending Environmental Planning Commission meetings, City Council meetings, staff meetings and public speaking engagements.
11. Maintains a high level of physical fitness commensurate with performing sudden exertion resulting in maximal or near maximal heart rates without benefit of prior warm-up.
12. Works effectively and cooperatively with members of other City departments and contractors.
13. Interacts with groups, both inside and outside the organization, at all levels involving considerable tact, discretion and a high level of customer service skills.
14. Ensures order and readiness through the development, knowledge, enforcement and compliance with department General Orders, the Memorandum of Understanding, City policies, rules and regulations and other City and departmental guidelines.
15. Performs other assigned duties in a professional manner.

Minimum Qualifications:

Knowledge of: Theories and practices of modern fire protection, including suppression and prevention strategies and tactics; principles and techniques of Fire Department management; principles and techniques of personnel management; fire chemistry, hazardous materials, building construction, industrial processes, transportation vehicles, emergency medical systems, training methods and communication systems, and the incident command system. Theories and practices of disaster planning and preparedness.

Ability to: Plan and prepare for the response to major emergencies and disasters; recognize and correct hazards relating to structural conditions, contents and processes and hazardous materials storage and use; lead personnel (including selecting, training, assigning, motivating and evaluating personnel); lead a large fire combat force in emergencies; communicate effectively with other management

personnel, subordinates and the general public; develop and manage fire protection, hazardous materials and emergency medical care programs; conduct training classes on various subjects; make presentations to the City Council, Fire Department staff and the public; write reports and memorandums; develop and administer budgets; effectively relate to the public tactfully under stressful conditions; establish and maintain effective working relationships with those contacted in the course of work; effectively deal with internal and external customers in a professional manner; meet State/Federal standards for use of self-contained breathing apparatus.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a bachelor's degree in fire administration or fire technology, business administration, public administration or a comparable major; and six years of broad and increasingly responsible experience in fire suppression and fire prevention work, two years of which must have been at the rank of Fire Captain (equivalent to a company officer) or higher. In addition, she/he must possess and maintain a high level of physical fitness and must be, or have been, a certified Emergency Medical Technician. State Board of Fire Services (or equivalent) certification as a Fire Officer.

Required Licenses or Certificates: Valid California driver's license.

Working Conditions: Intermittent requirement for strenuous physical effort; intermittent requirement for unavoidable exposure to hazardous environments.

Established

Revised July 17, 2005

CLASS SPECS

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